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| You receive an invoice someone else is supposed to code. | You want to change the columns you see in your Invoice Pane.  |
| You receive an invoice with multiple lines in which all items are billed to the same account.  | You receive an invoice that needs charges to be split to two different accounts.  |
| You are going on a two-week vacation to Hawaii.  | You need to reject an invoice and explain why you’re rejecting it.  |